

Nashville Swim League VP and Team Rep Responsibilities

VP Responsibilities:

- Act as a liaison between the Executive Board and the Team Representatives.
- Set swim meet schedules with the Team Representatives by JAN 1.
- Submit weekly scores to the President: The home team is responsible for emailing the division VP, and copying the home team, the meet results within 48 hours. The home team should write down the score or screen shot and print the results and have both coaches/rep sign. If the division VP's do not receive the scores they will follow up. If the scores are not received within 72 hours, the division VP notifies the NSL President. IF the scores are not received within 24 hours of an email from the division VP to the home team, a majority of officers shall have discretion to take such remedial action as the majority deems appropriate.

Team Reps Checklist:

Fall Meeting:

- Print Ribbon Form off website and submit your next seasons ribbon needs.
- Provide Name, email and phone of next seasons Board Rep.
- Provide names and certifications of your club's USA Swimming Officials.

Winter Meeting:

- Contact information for team coach's name, email, and phone.
- Get your job assignments for City Meet and include the volunteer opportunities in your registration-Make sure you are adding which session and pool so you do not have people signed up for a 10 year old girl pool and they have an 9 year old boy.
- Bring a check for dues.
- Jan 1 Work with your VP to have your season schedule complete.

Spring Meeting:

- Bring signed Constitution by Rep and Coach.
- Pick up Ribbons.

Before the Season Begins

- Review Constitution regarding all obligations.
- Review Constitution regarding Meet Central changes.
- Review with your club Scorekeeper the new timing rules.
- Change the timing notice on your Scorekeeper iPad to 1 second.
- Plan for the extra volunteer assignments. AAA and AAAA requires an Assistant Starter.

- Make sure you have CERTIFIED enough adults to properly officiate at meets.
- Confirm the concussion form is included in your registration process.

During the Season:

- Reminder: Ribbons are provided by EACH team. NOT the home team.
- Provide your Roster Fees with your roster and a check 7 days after your first meet. Mail to Treasurer.
- Submit declaration form of winter swimmers to Joey Kinsler, NSL/USS Swimming Rules Interpreter, (joeykinsler77@att.net) by June 1.
- Submitting scores: The home team is responsible for emailing the division VP, and copying the home team, the meet results within 48 hours. The home team should write down the score or screen shot and print the results and have both coaches/rep sign. If the division VP's do not receive the scores they will follow up. If the scores are not received within 72 hours of the conclusion of the meet, the division VP notifies the NSL President. IF the scores are not received within 24 hours of an email from the division VP to the home team, a majority of officers shall have discretion to take such remedial action as the majority deems appropriate.

City Meet:

- Coordinate with your coach to make sure they are attending the City Meet Coaches meeting.
- Review the City Meet invitation carefully for deadlines. See the checklist in the Meet Invite.
- Coordinate with your coach City Meet Entries and Fees and set up time to review the submissions according to the Meet Invitation schedule.
- Have all your City Meet Volunteers entered into the NSL Sign Up Genius by the date in the City Meet Invitation